

DEPARTMENT OF SOCIAL SERVICES
744 P Street, M.S. 19-31
Sacramento, CA 95814
(916) 445-9124



August 30, 1982

ALL-COUNTY INFORMATION NOTICE NO. 1-120-82

TO: ALL COUNTY WELFARE DEPARTMENT
ALL PUBLIC AND PRIVATE ADOPTION AGENCIES

SUBJECT: ADOPTION AND FOSTER CARE MINORITY HOME RECRUITMENT PROJECT

The purpose of this notice is to inform appropriate agencies that the Department is releasing a Request for Proposal (RFP) to community organizations for recruitment of ethnic minority homes for adoptive and foster family placement. A copy of the RFP is attached.

One of the requirements of the RFP is that organizations who submit bids include in their proposal evidence of endorsement by agencies responsible for adoptive home studies or licensure of foster family homes. This provision is intended to assist the bidding organization in identifying the needs of the areas they propose to serve, to assure that the families recruited will help to meet some of those needs and to allow agencies advance notice of increase in workload that may result from the project.

Your agency may be contacted in the next few weeks by community organizations considering a response to the RFP. The Department hopes that you will extend every reasonable effort to assist these groups in understanding your program needs and requirements.

If you have any questions regarding this notice, please contact Joyce Sequar at (916) 445-9124.


CLAUDE FINN

Deputy Director
Adult and Family Services Division

Attachments

cc: CWDA

GEN 654a (9/79)

DEPARTMENT OF SOCIAL SERVICES

144 P Street, Sacramento, CA 95814
(916) 323-4867



August 23, 1982


TO WHOM IT MAY CONCERN:

The Department of Social Services, Adoptions Systems Bureau, is soliciting proposals for a project to address the problem of placement of minority children in minority homes. Attached please find a copy of RFP No. 82-06.

The maximum amount of funds available is \$610,000 for a seven-month period only. In the event that additional funds become available for this purpose and the project selected has performed satisfactorily, the Department will consider an extension of the contract period.

After reading this document, if you have further questions, please call Ken Acquah, Contract Officer, at (916) 322-8720.

Sincerely,


David A. Smith, Chief
Contracts Bureau

Attachment

REQUEST FOR PROPOSAL
MINORITY HOME RECRUITMENT

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I. INTRODUCTION

A. Background

With the decrease over the past two decades in the number of healthy white infants available for adoption, agencies have had the opportunity to focus their service delivery system on the hard-to-place special needs child. Although agencies were in need of homes for children who were of minority or mixed race background, over the age of three, physically or emotionally handicapped, or part of a sibling group, they continued to be inundated with applicant home study requests for healthy white infants. There was a serious shortage of applicants who were interested in the hard-to-place child.

The refocusing of service delivery on the hard-to-place child had far-reaching implications for the recruitment efforts expended by adoption agencies. The rapidly increasing number of minority children in foster care, and the concern expressed by minority professionals about the frequency of transracial placements, led many agencies to become more involved in efforts to recruit minority adoptive families. Despite these efforts, there remains a serious shortage of minority families interested in adopting hard-to-place children. This lack of minority homes as placement resources for minority children has led to the following results:

1. A disproportionate number of minority children remaining in foster care.

2. A longer waiting period in foster care for minority children free for adoption until an adoptive home is found.
3. Placement of some minority children with parents of a different racial/ethnic background.

Although efforts by adoption agencies have produced some minority adoptive homes, the impact has not been significant compared to the number of minority children who still need permanency.

Research studies have indicated that there are several barriers that limit the success of recruitment efforts by adoption agencies in minority communities. The most important identified barrier is the lack of trust of the traditional agencies by the minority communities. In order to overcome this barrier and meet the need for more minority homes, a number of specialized recruitment projects were established in various minority communities around the country by minority organizations and professionals. These specialized recruitment projects intended to demonstrate that appropriate application of recruitment techniques through organizations that are accepted in the minority community can result in the location and recruitment of many minority families as potential adoptive applicants. For example, Homes for Black Children in Detroit placed 500 children in Black homes between 1969 and 1973. The Black Advisory Adoption Project in Washington, D.C., the NAACP Tri-States Project in Florida, Georgia and Tennessee, the Indian Family Circle in Denver, and the Inland Area Urban League in the San Bernardino-Riverside area have also been very successful in recruiting minority families.

The success of these projects demonstrates that recruitment of minority families can effectively be achieved by local organizations that are accepted and trusted by the target communities and that serve as a bridge between the minority community and the adoption agencies.

A TOTAL OF \$610,000 IS AVAILABLE FOR CONTRACTING WITH COMMUNITY ORGANIZATIONS TO PROVIDE MINORITY RECRUITMENT SERVICES DURING FISCAL YEAR 1982-83: No less than one contract is expected to be awarded for recruitment targeted to each of the following ethnic groups: Black, Hispanic, American Indian.

B. Statement of Need

Two basic assumptions underlie the statement of need for specialized recruitment effort of more minority adoptive families. These assumptions are:

1. That an appropriate family of a child's identified racial/ethnic background is the best environment in which to raise a child as it provides cultural and social continuity.
2. That increased adoption services are needed by minority children and minority communities as evidenced by the disproportionate number of minority children awaiting placement and the reluctance of minority applicants to approach adoption agencies.

The need for more minority homes is demonstrated by data from the Foster Care and Adoptions programs. The adoptions data shows that one of the primary limitations in moving minority children into adoption planning is the nonavailability of adoptive homes of similar cultural and racial background. The fact that minority children are more difficult to place than Caucasian children accounts in large part for the disproportionate numbers of some groups of minority children in foster care. For example, Black children represented 25 percent of the foster care placements in 1979 and 24 percent in 1980, although the percentage of Black people in the general population is approximately 8 percent for those time periods. Indian children were 1.4 percent of the foster care population in 1979 and 1980, while Indian people are only one-half of 1 percent of the State's population. Specific percentages for the various minority groups in foster care for 1979 and 1980 are as follows:

<u>Table 1</u>	<u>1979</u>	<u>1980</u>
American Indian/Alaskan	1.4%	1.4%
Black	25.0%	24.0%
Hispanic	15.6%	18.8%

In addition, the time in placement averages 4.7 years for minority children as compared to 3.5 years for children of Caucasian background.

As children become available for adoption, the disproportionate number of minority group children among the hard-to-place becomes even greater. The Department regularly compiles lists of hard-to-place children needing adoptive homes and lists of families approved for adoptive placement. The lists are published in the Adoption Resource Referral Center (ARRC) Albums which are distributed to all licensed adoption agencies in the State. In the ARRC registrations for children for 1979, 1980, 1981, and 1982, over two-thirds are of minority or racially mixed background as the following tables show:

Table 2

6/79 6/80 6/81 6/82

ARRC Registration of Children

American Indian	8	5	5	4
Black	64	70	73	74
White	48	45	42	53
Hispanic	21	21	22	28
Black/Caucasian	15	9	8	11
Hispanic/Caucasian	4	7	4	8

The ARRC registrations of families in 1979, 1980, 1981 and 1982 indicate that only one-fourth of the families were of minority background:

Table 36/79 6/80 6/81 6/82ARRC Registrations of Families

American Indian	4	3	3	0
Black	50	32	28	28
White	233	234	224	249
Hispanic	11	22	23	20
Black/Caucasian	4	10	10	7
Hispanic/Caucasian	3	2	1	5

These ARRC registration statistics clearly show the imbalance between the number of minority children waiting to be placed and the number of minority homes available for placement. A statewide recruiting effort focusing on Hispanic, Black, and American Indian families and utilizing the services of local community organizations can increase the pool of minority adoptive families sufficiently to enable adoption agencies to place more minority children.

Recruitment of minority homes should also include adoptive placement resources for that group of children in foster care who are not legally free but are likely to need adoptive placement. A significant example of this type of placement resource is the fos-adopt home. Homes of this type involve parents who are interested in adoption and are also willing to become licensed foster parents for children who

are not yet free from their natural parents but who are expected to become free. If the placement is successful, the family may adopt after the child is legally free. The fos-adopt home is being used in an increasing number of situations because it prevents children from moving from home to home as they leave the foster care system to move into adoptive homes. This type of home is needed if the child's right to permanency is to be met in a timely and constructive way.

The assumption of the desirability of placing children with parents of the same racial/ethnic background indicates yet another recruitment need related to the foster care program; that is, the need to increase the pool of minority foster care parents in those areas of the state where there is a shortage of such families. Since foster care parents are becoming adoptive parents with increasing frequency, having an adequate number of minority resource families for the foster care program would enhance the child's opportunity to be adopted by parents who reflect the child's identified racial/ethnic background.

C. Scope of Proposals

1. General

Proposals may be submitted to increase the number of minority homes available for adoptive, foster family, or fos-adopt placements. Organizations that propose providing recruitment to more than one of the above groups must address each group in a separate proposal.

The State encourages creative and innovative approaches to recruit minority homes. The goal of the program is to obtain the maximum number of homes in the most cost-effective manner. Coordination with existing recruitment efforts in public and private agencies to share recruitment materials and methods should be explored. Although it has been demonstrated that the following basic activities have provided positive results, proposals should not be limited to them.

2. Recruitment Activities

Services provided by the organization with or without the assistance of advertising firms to recruit minority applicants.

- a. Public Service Announcements - Develop recruitment program format and solicit air time for television and radio public service announcements. It is most advantageous to obtain PSA's during the time the programming is of special interest to the ethnic group(s) being recruited.
- b. Public Advertisements - Develop newspaper, magazine, and billboard advertisements. Again, running advertisements in newspaper/magazines which effectively reach the targeted minority group(s) and billboards located in the ethnic communities should be emphasized.

- c. Handout Material - Develop flyers, brochures, posters, bumper stickers, and buttons. This material could be distributed through other community groups, mass handouts, mail, or in conjunction with Item "d" below.
- d. Public Presentations - Conduct presentations to community groups, clubs, and churches. Also, obtain time on local television and radio programs having minority audience appeal to discuss the need for minority homes. Utilization of Video Cassette Recording (VCR) equipment to present new and existing recruitment material should be considered.

3. Advocacy Services

Proposals may include an advocacy service by providing a specialist(s) to assist in resolving any problems that may arise between the public/private agency and the minority applicants. The purpose would be to provide continuing service after the applicant is recruited and is going through the adoption or foster care licensing process. The specialist should be knowledgeable of adoption or foster care laws, regulations, and process.

4. Advisory Board

It is recommended that the contractor establish an advisory board to provide input and guidance on program content if the proposal

is funded. The advisory board should, at a minimum, have a member representing a local parents' group and a member representing a public/private adoption agency and/or County Welfare Department.

D. Who May Submit Proposals

Proposals are invited from private, nonprofit community organizations that have established credibility through sustained service to the ethnic community and that represent the interests of the minority groups. Organizations who submit proposals and are awarded a contract for recruitment of minority families will be referred to as "Contractor".

E. Contractor's Responsibilities

The contractor will be responsible for recruitment efforts and will be expected to, at a minimum:

1. Conduct recruitment for minority applicants for adoptive, foster family, or fos-adopt homes.
2. Develop and implement a system for self-evaluation.
3. Evaluate and monitor activities of any subcontractor related to the project.

4. Submit reports on services delivered and individual client characteristics data as required by Department of Social Services (DSS).
5. Obtain a letter of agreement from: 1) one or more public and/or private adoption agencies to act on applicant referrals, and/or 2) one or more County Welfare Departments and/or Community Care Licensing (DSS) to act on licensing applications for foster family homes. The letter of agreement must specify the anticipated workload resulting from this recruitment effort.

F. DSS Responsibilities

1. Provide appropriate assistance to Contractors.
2. Work with Contractors to facilitate coordination and to prevent duplication of services within geographical areas.
3. Evaluate the Contractor's performance in recruiting minority applicants.
4. Monitor both fiscally and programmatically all contracts to ensure contract compliance.
5. Make available VCR tapes of the State's "Waiting Child" adoption recruitment features to enable Contractors to duplicate the tapes for presentations.

II. PROPOSAL FORMAT

The proposal must include the items indicated below in the following order:

A. Intent to Meet RFP Requirements

Statement of intent to meet the requirements specified in the RFP; any exception or condition must be stated.

B. Contractor's Qualifications

Describe Contractor's experience (if any) in recruiting volunteers or acquiring public involvement/support for a specific need or demonstrated ability to serve the ethnic community. In describing previous experience, indicate whether this was in connection with providing services under contract with DSS. If a previous or current Contractor with DSS, give contract number, dates, amount and services provided. Also, provide documented recognition by the Internal Revenue Service or State Franchise Tax Board showing the contractor is a nonprofit organization.

C. Contractor's Organizational Structure

Describe organizational structure. Attach organizational charts, employee resumes including tenure of individuals, job duty statements, and indicate how the organization structure is appropriate to provide the services set forth in the proposal. Describe the membership composition, the rules and responsibilities of the Advisory Board, and the frequency of the meetings.

G. Population to be Served

Indicate the ethnic group at which the proposed recruitment effort will be aimed; Black, Hispanic, or American Indian.

H. Geographical Area

Describe primary geographical areas proposed to be served, such as cities, counties, or portions thereof, and submit a map delineating the service area.

I. Service Components

1. Description and Method of Service

Describe the types of service and the method to provide these types of activities. If the proposal is to recruit minority homes for foster care and adoptive placements, specify the total range of services for each group separately.

2. Service Goals and Objectives

Each type of service to be provided must include 1) an objective which defines how the service contributes to the overall program, 2) The goal to be reached in providing the service. The goal should be described in terms of the number of inquiries, completed applications, applicants approved for placement, and number of placements.

D. Subcontractors

If the use of subcontractors is contemplated, a description of these persons or firms and the work to be done by them must be provided. The State will consider the prime contractor to be the sole point of the contact with regard to this project. No subcontract may be entered into without the review and prior written approval by the State.

E. Affirmative Action Plan

The proposal must include a copy of the Contractor's Affirmative Action Plan for the hiring and placement of female and minority persons or show other evidence he deems representative of his commitment to Affirmative Action.

F. Assessment of Need

Describe the dimensions of the problem and assess the need for minority homes in the geographical area to be served. Specify the types of minority homes needed and give estimates of the number of each type of home to be recruited. Describe how proposed recruitment model will solve the presenting problem and meet the needs in the needs assessment statement.

J. Client Flow

Include a work plan showing how a minority applicant will receive service. This may be shown by a flow chart, detailed narrative or other suitable method.

K. Self-Evaluation of Program

Describe the methods to be used in evaluating the recruitment program.

L. Budget

The proposal must contain a line item budget for the services provided in this proposal.

Budget line items cost must include the following:

1. Personnel Services

- a. By job titles.
- b. Percent of time each staff member will spend in providing services.*
- c. Monthly and/or hourly salary rate.

*Full staff time (i.e., 100 percent of effort) is a minimum of an eight-hour day or a 40-hour week. Employees will be required to keep time records reflecting all hours worked for the agency. When time is shared with other projects or activities, the proposal must include an allocation plan to distribute time and costs to the various activities.

d. Total cost by job title.

e. Fringe benefits. (List cost detail of each.)

2. Operating Expenses and Equipment

Where appropriate, show the total operating expense, percentages that are incurred to provide the proposed services as distinguished from other ongoing organizational costs.

a. Consultant and Subcontractor's Costs

- 1) Number of consultants and subcontractors with their titles.
- 2) Services to be provided.
- 3) Basis for costs, such as by hour, day or other reasonable basis.

- 4) Total cost for each consultant and subcontractor.

The contractor will be held responsible for the performance of any consultant or subcontractor used. Contractors will be expected to submit consultant agreements and/or subcontracts to DSS and receive DSS prior approval before subcontract costs will be reimbursed.

b. Travel Costs

- 1) Travel costs include cost of transportation, lodging, subsistence, and incidental expenses incurred by personnel traveling on program-related activities.
- 2) Estimated total travel costs. Indicate: types of transportation to be used, such as automobile, plane, or public transportation; approximate mileage at 21¢ per mile; and per diem costs plus any other travel expenses.
- 3) Any reimbursement for necessary traveling expenses and per diem shall be at rates not to exceed those applicable to regular state employees under State Board of Control rules.
- 4) Current State Board of Control rates for regular employees are:

- a) For each 24-hour period, the allowance shall be *\$56.00 - from the starting time. Starting time is either one hour prior to take-off time or from the time the person leaves his or her home, whichever is earlier.
- b) Travel expenses on travel status for less than 24 hours and travel more than 24 miles from their headquarters will be reimbursed for their expenses as follows:

*Lodging	<u>\$29.00</u> - (Only if their travel is overnight.)
Breakfast	<u>\$4.00</u> (Only if travel begins two or more hours before employee normally starts work.)
Lunch	<u>\$7.25</u> (Only if travel is more than 24 hours.)
Dinner	<u>\$12.00</u> (Only if travel ends two or more hours after the employee normally ends work.)
Incidentals	<u>\$3.75</u> (Parking meters, bridge tolls, etc.)

*In the following cities, compensation will be at the higher rate with receipt and prior approval.

Cities

Zip Codes

San Diego:
San Francisco:
Los Angeles:

92101, 103, 106, 108, 110
94102, 108, 109, 111, 133
90012, 013, 014, 015, 017, 021, 045, 071

- c) Travel expenses consist of charges for commercial carrier fares, private car mileage allowances, overnight and day parking, bridge tolls, necessary taxi, bus or streetcar fares.

Use of private vehicle will be at the rate of 21¢ per mile for budgetary purposes.

- d) Conference/Meetings

Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the recruitment program and they are consistent with regular processes followed for other activities of the Contractor.

c. Space

Estimated cost for space may be based on the amount expected to be paid in rent. Where the facility is owned by the Contractor, costs may be reimbursed on the basis of depreciation or a use allowance. When space is rented, indicate whether the charge also provides for services such as utilities, or parking.

d. Equipment

Nonexpendible equipment is an article of tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit. The purchase of nonexpendible equipment is not permitted. The amount expected to be paid for the rental of equipment may be included in the budget. Where equipment assigned to the project is owned by the Contractor, an amount based upon the current depreciation rate or upon a use allowance may be included in the budget.

e. Furniture

The criteria set forth in the previous paragraphs for budgeting equipment costs also apply to furniture.

f. Consumable Supplies

Items such as paper, forms, folders, pens, pencils, etc.

g. Utilities

Utilities that are not provided with space rent or use, such as power, water, electricity, gas, etc.

h. Communications

Telephones, telegraphs, teletype, centrex, postage, etc.

State type of service to be provided, number of telephones, basis for payment, etc.

i. Printing

Costs incurred specifically for the project are allowable and include printing, photocopying and other reproduction services.

j. Indirect Costs

If the Contractor has an indirect cost rate (ICR) approved by federal agencies of DHHS, DOE or other public grantors, a copy of the negotiation agreement should be submitted with the budget. All other ICRs must be fully explained and justified before they can be approved.

3. Other Expenses

Any expenses not covered in the above categories must be fully explained and justified.

4. Contractor's Contribution

Identify any special contribution capabilities of the Contractor such as the ability to assume full costs for such items as equipment, facilities, supplies, and services of volunteers.

5. Other Sources of Funding

Describe any other source of funding such as other grants, donations, contracts, etc., for the same or similar services, or for any services connected to services that may be provided by a contract awarded for this proposal.

6. Financial Condition

Contractors must submit a copy of their latest financial report. This report cannot be more than one-year old at time of submission. Include a narrative description of existing funding sources and/or any other evidence of sound financial condition. The financial report and other supporting material should indicate that the Contractor is financially solvent and has sufficient working capital to manage the contract envisioned in the proposal submitted.

Contractors must meet this condition of financial soundness, or the proposal will be subject to rejection and no further consideration for award of contract.

7. Staff Development

Describe provisions and submit plan for staff evaluation, in-service training and staff development. If applicable, include plan for training of volunteers. Specify training providers, curriculum, and costs.

III. PROPOSAL PACKAGE FORMAT

All proposals must be submitted with an original and seven copies, on standard white paper, 8-1/2 inches by 11 inches in size, double-spaced, with each page clearly and consecutively numbered. The proposal package must be submitted in the following format and order:

A. Cover Letter

One page, including name of Contractor (legal entity), address, contact person, and telephone number.

B. Table of Contents

C. Body of Proposal

D. Budget

E. Lists of Exhibits and/or Attachments

IV. SUBMITTAL OF PROPOSALS

- A. Proposal must be submitted in legal entity name of Contractor, and signed by the Contractor or an authorized agent. An unsigned proposal will be rejected.
- B. The original and seven copies of the proposal must be enclosed in a sealed envelope with the name and address of the Contractor, and plainly marked: "Proposal for Minority Home Recruitment Program", "Sealed Bid" Do Not Open, the number "82-06" in the lower left corner of the envelope.
- C. Address or deliver proposal to: Department of Social Services, Contracts Management Section, 744 P Street, Mail Station 8-400, Sacramento, CA 95814.
- D. ALL PROPOSALS MUST BE RECEIVED BY 4:00 p.m. on Thursday, September 21, 1982. It is the responsibility of the Contractor to ensure the proposal is submitted by the time and date to the address specified on the RFP. The state reserves the right to reject any proposal not meeting this RFP requirement.

V. RULES GOVERNING COMPETITION

A. Contractor's Costs for Developing Proposal

Costs for developing proposals are entirely the responsibility of the Contractor and shall not be chargeable in any way to the State.

B. Fair Employment Practices

The bidder must understand and agree to adhere to the State's Fair Employment Practices.

C. State Use of Ideas or Concepts

The State reserves the right to use any and all ideas or concepts in any proposal submitted and/or selected for award of contract.

D. Contact for Information

Inquiries concerning this RFP should be submitted in writing to:
Department of Social Services, Administrative Contracts, 744 P Street,
Mail Station 8-400, Sacramento, CA 95814, citing the RFP reference
number. Telephone inquiries regarding this RFP may be made by calling
Mr. Ken Acquah at (916) 322-8720.

E. Addenda and Supplements to RFP

If revisions to the RFP become necessary, or if additional data are necessary to provide clarification to Contractors, addenda or supplements will be provided by the State.

F. Evaluation of Proposals and Award of Contracts

1. The proposals will be evaluated by a Review Committee consisting of a minimum of five individuals selected by DSS. If more than one proposal is submitted by one Contractor, each will be evaluated individually. The Review Committee will carefully examine each proposal for compliance with the RFP requirements and will be evaluated in the following areas.

MINORITY HOME RECRUITMENT

REQUEST FOR PROPOSAL EVALUATION AREAS

Points will be assigned to each of the items listed below (A-M) and will be made available after contract award if requested in writing.

CONTRACTOR'S QUALIFICATIONS

- A. Organization's capability to provide proposed services.
- B. Prior experience in managing other grants.
- C. Knowledge of adoption and/or foster care program.
- D. Successful experience in recruiting volunteers or acquiring public involvement/support for a specific need.
- E. Organization's interaction with the selected ethnic community(s).

PROGRAM

- F. Need for recruitment to be provided to specific minority populations within each type of home and geographical area.
- G. Feasibility of services goals and objectives.
- H. Method of providing recruitment services.
- I. Adequacy of administrative and financial support services by contractor.
- J. Plan to transition recruitment efforts to agency of agreement upon termination of the grant.
- K. Support and coordination with agency of agreement.

COST

- L. Contractor's contributions to project such as cash, personnel time, use of volunteers, etc.
- M. Net cost to State.

Each proposal will be judged against other proposals which provide services to the same ethnicity. Presentations may be requested from Contractors, or visits to prospective Contractors may be made by the State during final consideration of proposals or in negotiation of changes in the proposals.

2. The State reserves the right to:
 - a. Negotiate changes in proposals.
 - b. Make awards of contracts for all the services offered in a proposal or for any portion thereof.
3. Nonacceptance of any proposal will mean that another was deemed to be more advantageous to the Department. The Department is not obligated to accept the proposal having the lowest cost.
4. All proposals submitted become the property of the State. The proposals will be reviewed and evaluated by State staff and may be returned only at the State's option and at bidder's expense.
5. Final execution of contract between DSS and Contractor is contingent upon approval of State Control Agencies.
6. Each unsuccessful bidder may request a debriefing conference with DSS within ten days after the award of contract.

G. News Releases

News releases pertaining to this RFP and its award will not be made without prior approval of the State.

H. Return of RFP

In the event your organization decides not to respond, it is requested that this RFP be returned to the State at the address in I 3. below within 10 days after its issuance.

I. Protests

1. Any Contractor wishing to protest this RFP must do so in writing by Certified Mail within 10 days after receipt of this FRP.
2. Protests of the evaluation of a proposal and selection for award must be submitted in writing and transmitted by Certified Mail within 10 days after notification of Contractor selections and award of contracts are made. Protests must state specific reason or reasons for the protest, citing the law, rule, or regulation upon which the protest is based.
3. Written protests should be sent to:

Department of Social Services

Administrative Contracts

744 P Street, M.S. 8-400

Sacramento, CA 95814

Attn: David Smith

VI. REIMBURSEMENT FOR SERVICES

Reimbursement shall be requested by the Contractor no later than thirty (30) days after the month the expenses were incurred. The cumulative amount requested for reimbursement by the Contractor shall not exceed:

(1) 40 percent of the maximum contract amount for services provided through December 1982, and (2) 70 percent for services provided through March 1983, and (3) 90 percent for services provided through June 1983. Final payment for the difference of the interim monthly reimbursements and the maximum contract amount shall be requested by the Contractor by submitting a detailed statement indicating the total costs incurred in the operation of the contract. The final payment will be based on the lesser of the awarded contract amount or actual cost.

REIMBURSEMENT SCHEDULE

Total Reimbursement

Requested Through	Shall Not Exceed
Dec 1982	40% of Maximum Contract Amount
March 1983	70% of Services Provided
June 1983	90% of Services Provided
Submittal of Financial Statement	Lesser of actual costs or maximum contract amount.

Requests for reimbursement for the months of December 1982, March 1983 and June 1983 shall be accompanied by such statistical reports on provided services the State deems necessary. Failure to provide the statistical reports for these months will delay reimbursement for the requested payment until such reports are submitted.

VII. ESTIMATED SCHEDULE FOR PROPOSALS, AWARDS AND CONTRACTS

The estimated schedule for submitting proposals, awards, or contracts, and final execution of contracts is as follows:

A.	RFP mailed to Prospective Contractors	<u>August 24, 1982</u>
	Protest RFP	<u>September 3, 1982</u>
B.	Receipt of Proposals	<u>September 21, 1982</u>
	Evaluation	<u>September 24, 1982</u>
C.	Notification of Contracts Awarded	<u>October 22, 1982</u>
	Protests Award of Contract	<u>November 1, 1982</u>
D.	Commencement of Contracts	<u>December 3, 1982</u>
E.	Project Completion	<u>June 30, 1983</u>